



Human Resources Department Employee Benefits and Services

Diane Rundles
Director of HR

Gina King
HR Deputy Director

Amy Coughlin
HR Deputy Director

Leonardo Gonzales
Labor Chief

December 7, 2021

Name
Address
City, State Zip

RE: Paid Time Off Cash-Out for Calendar Year 2022

Dear Name:

It is the time of year for you to consider your Paid Time Off (PTO) Cash-Out options for Calendar Year 2022. As a reminder, employees in the Administrative Services, Clerical, Craft, Labor & Trades, Management, Supervisory, Nurses Supervisory & Management, or Technical & Inspection Units who are enrolled in the Modified Benefit Option (MBO) have the opportunity during the month of December 2021 to pre-designate cash-out of future PTO accruals during calendar year 2022.

Employees are eligible to pre-designate leave for cash-out if they have used eighty (80) or more hours of PTO during the preceding calendar year 2021, which ends on December 17, 2021. Complete details regarding pre-designation may be found on page 98 of your [Memorandum of Understanding](#).

As an employee in the Administrative Services, Clerical, Craft, Labor & Trades, Management, Supervisory, Nurses Supervisory & Management, or Technical & Inspection Unit who is enrolled in MBO, you may elect to cash out up to sixty (60) hours of PTO by exercising the pre-designation option. An employee must make an **irrevocable** election during the month of December specifying the number of hours to be sold back from the next Calendar year's PTO leave accrual.

If you intend to pre-designate PTO to cash out in Calendar Year 2022 and you meet the eligibility criteria, you will need to complete the [Leave Cash-Out Pre-Designation Agreement for Calendar Year 2022 Paid Time Off Leave – MBO Eligible Units form](#) and submit it to your department payroll specialist by **Wednesday, December 29, 2021**.

Please remember that pre-designation elections are **irrevocable** and at the end of the Calendar Year 2022, all pre-designated hours that have not been used or cashed out will *automatically* be cashed out in pay period 26 of 2022.

When you decide to cash out the pre-designated hours during Calendar Year 2022, you must complete and submit a [Leave Cash-Out Request – Paid Time Off - MBO Eligible Units](#) form, which will be available soon on EMACS forms website, at least 15 days before the pay period in which you wish to receive the leave cash-out payment.

Please contact your department payroll specialist directly with questions regarding the pre-designation process or when you are ready to cash out leave during Calendar Year 2022.

Sincerely,

Amy Coughlin
Human Resources Deputy Director
Employee Benefits and Services Division
Human Resources Department

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